

MERIT PROMOTION ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 05-303

OPENING DATE: 21 October 2005

CLOSING DATE: 21 November 2005

ANTICIPATED FILL DATE: 25 Dec 05

POSITION TITLE AND NUMBER

Accounting Technician (*Temp Prom*)
PDCN 70265000, MD #: 1524-213

UNIT/ACTIVITY AND DUTY LOCATION

United States Property & Fiscal Office
(USPFO), NCARNG Raleigh, North Carolina

GRADE AND SALARY (Includes Locality Pay Adj 11.72%)

GS-0525-07 \$34,149.00 - \$44,395.00 per annum

EMPLOYMENT STATUS

Competitive Service

Amended notations in italics.

WHO CAN APPLY: The area of consideration for this announcement is **NCARNG TECHNICIANS ONLY**. Applications will only be accepted from current Career/Career-Conditional employees of the North Carolina National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), Resume or any other form of application. It is **required** that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by closing date. **NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.**

QUALIFICATION REQUIREMENT: Must have 1 year experience at the GS-06 level to qualify for the GS-07. This experience must demonstrate that the applicant has acquired the below KSA's to qualify for the position for which is applied.

KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants **must** address each KSA individually in paragraph format by explaining any civilian and military work experience (**with dates**) that provided that KSA. It is **required** that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call **1-800-621-4136 ext. 6172/6431**.

1. Knowledge of accounting methods, forms and techniques.
2. Knowledge of general ledger and subsidiary accounts.
3. Ability to analyze the interrelationship of accounts affected by varied transactions.
4. Knowledge of disbursements and fund accounting, methods, procedures and techniques used in balancing and closing accounts.
5. Ability to interpret and apply a variety of accounting regulations and guidelines.
6. Knowledge of procedures to enter, modify, retrieve, and delete information in an automated system.

CONDITION OF EMPLOYMENT: The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

PRINCIPAL DUTIES AND RESPONSIBILITIES: Performs all accounting technician functions in assigned area of responsibility to include problem solving from routine to complex. Receives and verifies the accuracy and completeness of various accounting data and validates files in preparation for reviewing, updating, and closing accounts. Reviews pre-closing trial balances for equality and determines that general ledger account balances reflect nominal balance on proper debit/credit side of the general ledger. Performs input and reconciliation of subsidiary ledgers to the general ledger control accounts for accounts involving a variety of transactions. Evaluates input documents, performs input, and researches discrepancies to make adjustments as necessary. The incumbent takes detailed listings of unliquidated transactions and reconciles them to the general ledger control account. If they do not reconcile, incumbent reviews changes to both the subsidiary ledger and general ledger since the last reconciliation. Researches discrepancies and makes necessary adjustments to reconcile the subsidiary and general ledger balances. Performs detailed analysis and reviews transactions in assigned accounts. Researches accounts, historical data, source documents, etc., to develop and explain detailed information not otherwise readily available. Develops and suggests interpretation of comparative data reflecting relationships between accounts, time periods, costs of different operations, etc. Identifies significant changes and determines related transactions and causes. Makes suggestions for action, performs of her similar activities, and provides interpretation and suggestions based on a good knowledge of the accounting system. Develops and prepares information showing the analysis performed and provides reports to the supervisor. Responds to questions of a routine to complex nature. Researches, takes corrective action, and responds to customer problems in assigned areas of responsibility. Explains agency accounting data and procedures. Researches problems covering all aspects of processing of technical data. Based on this research, takes appropriate action. Trains other accounting technicians in follow-up techniques used to correct and process work. Conducts customer training. Reviews complex documents to verify accounting data and mathematical accuracy. Prepares drafts of memorandums responding to inquiries of a non-routine nature. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 3. This position will be filled as a temporary promotion. The selected individual may be reverted to their previous position without prior notification. 6. If this position becomes permanently funded the incumbent may be permanently promoted without further competition.

DISTRIBUTION:

A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1

INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974